Defense Security Service
Facility Clearance Branch

DSS Mission

* Administer the National Industrial Security Program (NISP) on behalf of Department of Defense and 27 other Federal agencies
* Support national security and the warfighter
* Oversee the protection of U.S. and foreign classified information in the hands of industry
* Secure technology within the National Industrial Base
* Serve as the DoD functional manager for the development and maintenance of an overarching DoD security training program
* Provide a center of excellence for security professionalization, education, and training for the Department of Defense

DSS Facility Clearance Branch

* Mission: The Facility Clearance Branch (FCB) oversees the Facility Clearance (FCL) process from initial issuance through invalidations and termination based on procurement need.

  Companies cannot perform on classified contracts without an FCL

  Primary Responsibilities:

- Receive and review initial FCL sponsorship and FCL upgrade requests
- Verify the procurement need and accuracy of the FCL sponsorship requests
- Issue FCLs (Confidential, Secret, and Top Secret)
- Monitor and process FCL change conditions

FCL Request

* There must be a requirement to access classified information: a classified contract, or a need to access classified material during the bid or solicitation stage of a contract

* Facility must meet all eligibility requirements per NISPOM 2-102

Initial Facility Clearance Request

* Clearance process begins with a formal written request from a government contracting activity or a cleared prime contractor to clear a new contractor provided to DSS, FCB at occ.facilities@dss.mil.

* A sponsorship request is required to include a sponsorship letter and a justification of the FCL request, typically a DD form 254.

* DSS will also accept the following forms of justification: security aspects letter, contract or statement of work, a request for proposal, a request for quotation, a cooperative research and development agreement (CRADA)

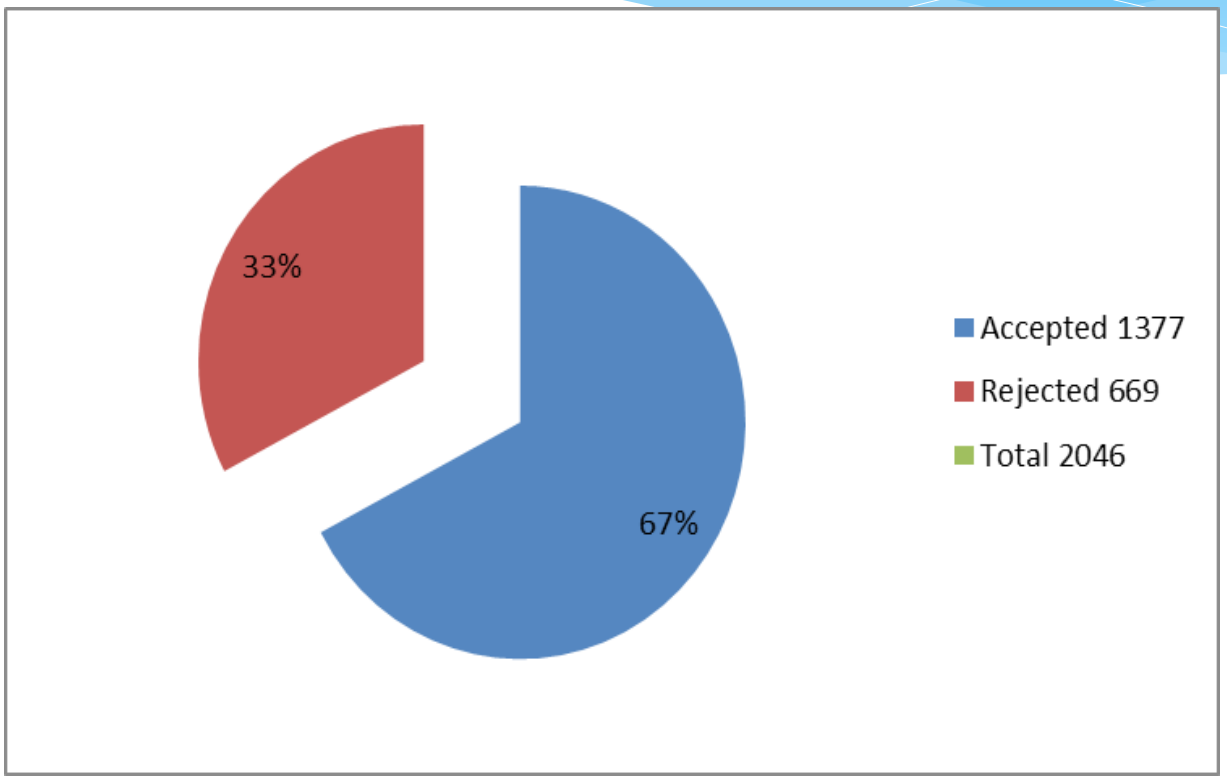
FCL Process: FCB Role

* Validates sponsorship request
* Builds record in ISFD
* Builds record in Electronic Facility Clearance (e-FCL) System
* FCB notifies DSS Field Office of the new request
* FCB notifies sponsored facility, their company has been placed in-process for an FCL.
* FCB acts as the FSO of in-process facilities during the FCL process

Facility Clearance Process Roles

* FCB handles administrative requirements
* Industrial Security Representatives (ISR) work face to face with facilities
* Office of Personnel Management (OPM) conducts the background investigation
* DSS, Personnel Security Management Office for Industry (PSMO-I) reviews all industry e-QIP submissions for interim determination
* DoD CAF adjudicates investigations for industry

FY 2014 Sponsorships



Facility Clearances for Service Contracts

* A fundamental requirement for FCL sponsorship is that the contractor must require access to classified information in connection with a legitimate U.S. Government or foreign government procurement.

* A request to clear a company solely to avoid implementing basic security procedures that would otherwise preclude access to classified information (e.g., escort by an authorized person in combination with appropriate area sanitization), is not justification for an FCL, and could lead to security vulnerability.

FCL Requirements for Self-Employed Consultants

* Cleared contractors may process self-incorporated consultants for a PCL in accordance with NISPOM paragraph 2-213 provided the consultant and members of his/her immediate family are the sole owners of the consultant's company, and only the consultant requires access to classified information. In such cases, a facility security clearance (FCL) is not required. Should other employees of the consultant's company require access to classified information, it would constitute a classified subcontract, and as such, a DD Form 254 must be issued by the prime contractor, and the consultant's firm will require an FCL.

Which KMPs Must Be Cleared

* Exactly which Key Management Personnel (KMP) are required to be cleared varies according to business structure
* NISPOM, 2-104: Senior Management Official and the Facility Security Officer. For Corporations, we will also clear the Chairman of the Board
* DSS determines who has control and influence over the classified program at the company; Those individuals will be identified as KMP

Facility Survey

* Two parts: a telephonic survey and an on-site survey
* Confirms/verifies business structure, ownership details
* Confirms which KMPs must be cleared, which can be excluded

e-QIP Procedures

* FCB will initiate request for KMPs to complete the e-QIP – for in-process facilities
* FCB monitors receipt of e-QIP
* eQIP is forwarded to Personnel Security Management Office for Industry (PSMO-I) for processing

Interim FCLs

* After e-QIP and all forms have been submitted, facility is reviewed for an Interim FCL
* Criteria:
* All KMPs must be eligible
* No unmitigated FOCI
* All Forms/Exclusions in order
* Any Parent/Home Office Facility cleared or excluded

Processing the Final FCL

* Processing for the Final FCL continues until
* All KMPs have been issued Final PCLs, all forms complete, FOCI mitigated, and any Home Office/Parents cleared or excluded
* or, the facility declines to be cleared
* or, a KMP clearance is denied and facility is unable to come up with an acceptable plan of action

Final FCL Will Be Issued Once

* The KMP PCLs have been issued
* The facility paperwork been received and validated:
* DD Form 441 or DD Form 441-1
* SF 328: Foreign Ownership Control and Influence (FOCI)
* SF 328 is analyzed by DSS FOCI Analytics Division
* KMP List
* Misc. paperwork

Contact Information

* Jeremy Hargis, Industrial Security Specialist, Facility Clearance Branch, 571-305-6601 or jeremy.hargis@dss.mil

Questions?

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OPERATING MANUAL
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